



# 2

## Obtain a RCRA Site Identification Number

### What is a RCRA Identification Number?

It wasn't that long ago when we disposed of our hazardous wastes with the rest of our trash. Then we noticed the fish kills, the odors in our drinking water and the abandoned waste drums on vacant lots.

A system of federal, state and local hazardous waste regulations now helps to prevent these problems. This is done, in part, by requiring all hazardous waste generators, transporters, transfer facilities and management facilities to identify themselves as members of the "system."

### Why is it important?

You get into the system by notifying the Department of Ecology (Ecology) of your hazardous waste activities so that they can issue you a site-specific RCRA Identification Number.

For one thing, it's the law. You are required to determine if your wastes are hazardous, and, depending on the type and amount of hazardous waste, comply with state and federal requirements by obtaining a RCRA Identification Number.

Another reason is that many hazardous waste haulers and management facilities won't accept your wastes if you don't have an Identification Number, even if you're a small quantity generator and technically don't require one.

### Who needs one?

Last but not least, when you enter the system, you join other businesses and organizations in a program designed to protect human health and the environment.

You need to get a RCRA Site Identification Number if you:

- ✓ generate more than 220 pounds per month<sup>1</sup> or accumulate on-site at any time more than 2200 pounds<sup>1</sup> of hazardous waste,
- ✓ transport hazardous waste,
- ✓ own or operate a hazardous waste treatment, storage or disposal facility, or
- ✓ recycle hazardous waste.

It is illegal to offer hazardous waste to a transporter or waste management facility which does not have a RCRA Site Identification Number.

You will also need to obtain a RCRA Site Identification Number even if you generate, transport or manage hazardous waste for a "one-time only" occurrence. You must withdraw the Identification Number after the waste has been properly managed under the system.

## To obtain an Identification Number for the first time:

- ☐ Request a copy of *Form 2 - Notification of Dangerous Waste Activities* and instructions for its completion from the nearest Ecology regional office. Keep an unused original in your files and fill out photocopies so that you always have a blank form on hand.
- ☐ Complete one Form 2 for each individual site you own or operate that is involved in hazardous waste activities. Remember, the Identification Number is assigned for the waste activities at the location you indicate on the form. **You cannot use one number for multiple locations.**
- ☐ Submit Form 2 to Ecology address listed at the top of the form. Your site-specific RCRA Identification Number should arrive within six weeks<sup>1</sup>.

## To report any changes:

### If your business location changes:

- ☐ Submit a revised Form 2 to Ecology to report changes in company ownership, mailing address or dangerous waste activity. For example, you have been notified that you are a generator and you now want to transport wastes too. If your physical location changes, you will need to file a Form 2 to get a new number assigned to the new location, and a separate Form 2 to cancel the number assigned to the old location. A completed Verification Form is acceptable for a name change.
- ☐ You must cancel the current Identification Number and request a new number for the new location (if you will still be handling hazardous wastes) by completing two separate Form 2's. You must also complete an Annual Report of Waste Activity for the year you request a cancellation (see Checklist Fact Sheet 3). Your new site-specific Identification Number should arrive within three to four weeks<sup>2</sup>.

### If you are staying at the same location but no longer handle hazardous waste:

- ☐ You can request that your ID Number be withdrawn by completing Form 2 and checking the appropriate box on the front page. Don't forget to complete an Annual Report for the year you request a withdrawal<sup>3</sup> (see Checklist Fact Sheet 3).

If you need to use the number again at some later date, you must first notify Ecology by completing Form 2 and checking the appropriate box on the front page.

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While this Fact Sheet summarizes the notification requirements under the Dangerous Waste Regulations (Chapter 173-303 WAC), it does not replace them. Always refer to the regulations themselves for more detail or call a hazardous waste specialist at your nearest Ecology regional office.

Spokane	(509) 456-2926
Lacey	(360) 407-6300
Bellevue	(425) 649-7000
Yakima	(509) 575-2490

This is Checklist Fact Sheet 2 in a series of 10.

If you have special accommodation needs or want more information, please contact the Hazardous Waste and Toxics Reduction Program at (360) 407-6700 (Voice) or (360) 407-6006 (TDD).

<sup>1</sup> or 2.2 pounds of certain pesticides or poisons. If you have such wastes, call your nearest Ecology Hazardous Waste Specialist to see if the 2.2 pound limit applies.

<sup>2</sup> Don't transport or dispose of your wastes until you receive your Identification Number.

<sup>3</sup> Annual reports are mailed out in January of each year. Wait until January 31st to receive your annual reporting package (due March 1st) or call (360) 407-6700 to request a reporting package for early submittal.